

## EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE  
OFFICE OF THE ADJUTANT GENERAL  
NORTH CAROLINA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
4105 REEDY CREEK ROAD  
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 05-334

OPENING DATE: 4 November 2005

CLOSING DATE: 5 December 2005

ANTICIPATED FILL DATE: 22 Jan 06

### POSITION TITLE AND NUMBER

Security Assistant  
PDCN 70547000, MD # 1320-701V

### UNIT/ACTIVITY AND DUTY LOCATION

JFHQ-NC-J1-PERS, NCARNG  
Raleigh, North Carolina

### GRADE AND SALARY (Includes Locality Pay of 11.72%)

GS-0086-05 \$27,569.00 - \$35,844.00 per annum

### EMPLOYMENT STATUS

Excepted Service

**WHO CAN APPLY**: The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina Army National Guard, current military members of the North Carolina Army National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

**HOW TO APPLY**: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is REQUIRED that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172 / 6431. Faxed or E-mailed copies will not be accepted.**

**QUALIFICATIONS REQUIREMENTS**: Must have six months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

### KNOWLEDGE, SKILLS ABILITIES (KSA's)

Below are listed the KSA's for this position. Applicants MUST address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. It is REQUIRED that this statement be attached to the application. Failure to include KSA's with inclusive dates will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Knowledge of standardized security clearance objectives, programs, methods, and procedures to initiate process, plan, and coordinate various security requirements.
2. Knowledge of, and skill in utilizing, computerized data systems to input, update, and retrieve data in processing and preparing security clearance requests.
3. Knowledge of the agencies that conduct security investigations in order to make inquiries about the status of pending clearances.
4. Ability to communicate effectively in writing and orally in order to provide information and assistance to external customers and to provide guidance to internal customers on security requirements.

**CONDITIONS OF EMPLOYMENT**: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

**MILITARY ASSIGNMENT:** Assignment to a compatible Enlisted position in the NCARNG in the unit of employment is mandatory. (Enl: CMF: 31B/42L)

**EVALUATION FACTORS USED:** Personal interviews, review of application and the KSA Statement.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** Receives, reviews, and submits requests for personnel clearances for serviced civilian and military personnel. Checks the request for completeness and accuracy and contacts the Security Manager, Supervisor, points of contact at the serviced units, and/or the individual subject of the background/clearance investigation for any questions or corrections that are required. Questions the subject for clarification on responses that may be considered derogatory. Notifies the supervisor of information that is derogatory which may have a negative impact on the career of the subject under investigation. Forwards completed form to the appropriate agency for determination. Maintains contact with the agency conducting the investigation as well as the requesting unit in order to keep all apprised of the process or to provide notification of any developing situations. Acts as the primary point of contact regarding the status of all pending clearances, current security clearance status, or questions on security clearance procedures. Difficult questions or unusual situations are referred to the supervisor. Maintains a file for status of pending investigations, current status of all members, as well as periodic reinvestigations for secret and top secret clearances held. Checks with the agency performing the investigation for an update on the status of the security clearance in question. Notifies the units of individuals requiring reinvestigation and resubmission of paperwork. Provides reports, as required, for status on pending or current investigations or upcoming reinvestigations. Composes documentation, for supervisors' signature, verifying security clearances for those individuals going on Temporary Duty (TDY) to other locations and requests the same of locations with individuals coming TDY to their location. Forwards official clearance determinations to the appropriate office(s), prepares appropriate paperwork concerning the results of the investigation, and maintains files in accordance with applicable regulations. Updates the appropriate personnel database or provides information to the appropriate function for the update of the database. Performs other duties as assigned.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

**ADDITIONAL INSTRUCTIONS:** 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

**DISTRIBUTION:** A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, G4-4, G3-3, G1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1